

TOWN OF FRANKFORD

Public Works Operator / Maintenance Worker Job Description

DUTIES AND FEATURES OF THE CLASS:

Performs routine maintenance of buildings and properties and other related work as required. This is repetitive manual work requiring efficient performance of general maintenance duties to provide a clean, safe and sanitary environment. Employee will follow established occupational safety guidelines. Emergency call-in work may be required. The Public Works Operator/Maintenance Worker will take direction from and report to the Town Council.

DISTINGUISHING FEATURES OF THE CLASS:

The Public Works Operator/Maintenance Worker is expected to perform under limited supervision of council and works to support the Council President, Council members, and Town Manager. This position is physically demanding as it requires the ability to frequently bend, sit, stand and walk on a daily basis, to serve the public, climb stairs, steep steps, tank walls, and ladders with minimum protection, working outdoors in sometimes adverse conditions, and frequently lift up to 50 lbs. and occasionally lift up to 100 lbs.

EXAMPLES OF WORK:

Maintains the Town Parks and common grounds, such as but not limited to pruning trees/limbs/bushes, cutting grass/weeds, applying fertilizer, and mulching; maintains Town Streets and Sidewalks, such as but not limited to cold patching/crack sealing, asphalt patching, inspections of sidewalks for ADA compliance and inspections of curbing, also to include emptying trash cans; building maintenance, performing simple and routine tasks involved in the maintenance and repair of grounds, exterior/interior structures, buildings, and related utilities, requiring the use of a variety of trade practices associated with occupations such as carpentry, masonry, plumbing, electrical, painting and other related tasks; assists in water operations with routine maintenance and upkeep tasks including, but not limited to, reading water meters, flushing fire hydrants, excavating leak sites, installing meters/ meter pits, fixing water main/service line leaks and operating machinery; maintains, operates and repairs pick-up trucks, dump trucks, tractors, back hoe, mowers, and other Town- owned equipment; as an essential employee, participation in snow removal, storm damage recovery and other disaster mitigation operations on behalf of the town, which may result in emergency call-outs or extended and/or unusual work hours, is required; responding within an hour to after-hours emergencies, such as water leaks, is required; must maintain a professional appearance, respond to all inquiries in a courteous manner with both the public and businesses, and work cooperatively with the Police Department and other first responders; adheres to all town policies, procedures, employee handbook, ordinances, and Town Charter; other related duties as assigned by the Town Council.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to establish and maintain effective working relationships with supervisor, employees, other departments, officials and the public; ability to communicate effectively verbally and in

writing; ability to prepare written reports and give verbal presentations; ability to present a professional image; ability to work in extreme (hot and cold) temperatures, safely work around fuels, chemicals, human or infectious waste; knowledge of the proper use of hand and power tools; ability to work in confined spaces as well as at great heights; knowledge of OSHA and other safety-related regulations; knowledge of reading/interpreting numbers and readings on scales, gauges and other monitoring devices.

QUALIFICATIONS:

Graduation from an accredited high school or GED, valid driver's license.

ADDITIONAL REQUIREMENTS:

Appointment

The Public Works Operator/Maintenance Worker is appointed by the Council President and is subject to the approval of the Town Council. The Public Works Operator/Maintenance Worker is bound to follow the employment handbook for the Town of Frankford. The Public Works Operator/Maintenance Worker will also complete other duties as assigned and requested by the Town Council.

Physical Requirements

The physical demands described herein (throughout job description) are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to an individual with disabilities to perform essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The worker may be subject to adverse environmental conditions of temperature, noise and vibration for an extended period of time. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment. This position is physically demanding as it requires the ability to frequently bend, sit, stand and walk on a daily basis, to serve the public, climb stairs, steep steps, tank walls, and ladders with minimum protection, working outdoors in sometimes adverse conditions, and frequently lift up to 50 lbs and occasionally lift up to 100 lbs.

Employees must be a United States citizen or otherwise eligible to be employed under the Immigration Reform and Control Act and provide documentation for the completion of an I-9 form on the first day of employment.

Employees must be fluent in the reading, writing and speaking the English language.

Pre-employment drug testing and occupational health examination is required. Employees are subject to post-incident drug and alcohol testing, as well as random drug and alcohol testing as required for risk management.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interviews and reference check; job related tests may be required. Final selection is made by the Town Council.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Town Council President

Effective Date:

Revision History: